
A P P E N D I X F

ECXpert Certificate Exchange

Appendix Objectives

In this appendix, you will learn how to exchange certificate information with ADP so you can submit ASI TOPPS II data and ASCII files to the CalTOP server.

- A. Why You Should Exchange Certificate Information
- B. Exchanging ECXpert Certificates with ADP
- C. Sample E-mail Messages

A. Why You Should Exchange Certificate Information

The process covered in this appendix is a one-time step you need to complete before you can safely transfer the data you enter in ASI TOPPS II or other software programs to the CalTOP system. When you “exchange certificate information” with ADP, you are telling ADP that you are a provider or county participating in the program, and that you would like to send data to CalTOP. Once ADP recognizes you, you receive a special identification code that lets you secure your data in an encrypted format when e-mailing it to CalTOP and lets ADP read the data you send.

The process of exchanging this information with ADP is done with the help of an ECXpert certificate. The ECXpert certificate acts as a key to the CalTOP system, which not only lets you have access to the system, but also identifies the data you send as yours.




You must already have installed your Verisign certificate before you can begin this process. If you're not sure if you have a Verisign certificate, contact the Help desk.



This process is the same whether you use Delta Metrics ASI TOPPS II software or Accurate Assessment's software to generate TOPPS II files.

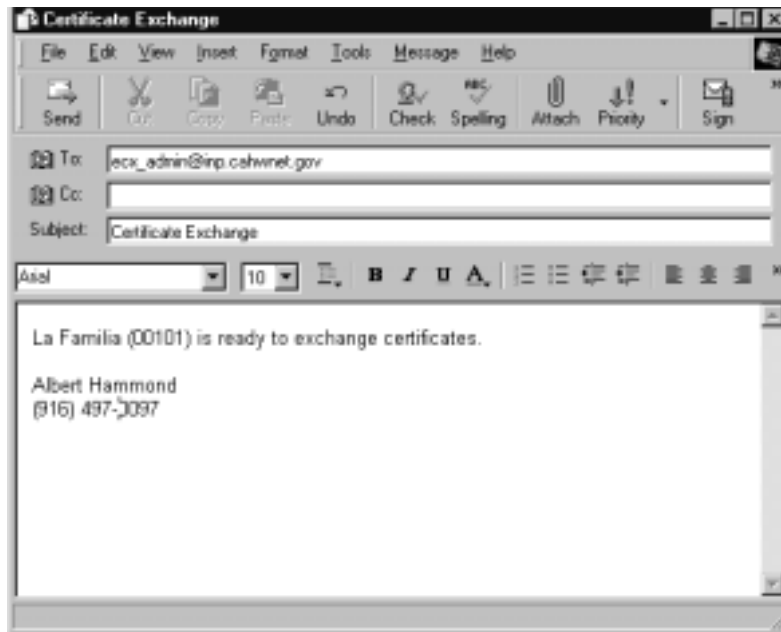
B. Exchanging ECXpert Certificates with ADP

To send files to the CalTOP server, you must first establish yourself with ADP by exchanging client and server certificates, which are required for data security during file transmission. You do this by sending a series of e-mail messages to ADP using Microsoft® Outlook Express or other e-mail software.

 You must use the e-mail software you plan to use when sending data to CalTOP.


Task 1: Exchanging Certificate Information with ADP

What to do	Results/Comments
1. Create a new e-mail message.	For more information about creating e-mail messages, see your Microsoft® Outlook Express manual or online help.
2. In the To field, type: ecx_admin@inp.cahwnet.gov	



- | | |
|---|--|
| 3. In the Subject field, type:
Certificate Exchange | |
| 4. In the body of your message, type:
[Your provider name and ID] is
ready to exchange certificates.

[Your name, your telephone
number] | Replace [Your provider name and ID] with the
name of your site and your provider number.
Replace [Your name, your telephone number] with
your name and site phone number. |

What to do	Results/Comments
<p>5. On the Tools menu, click Digitally Sign.</p> <p>– or –</p> <p>On the toolbar, click .</p>	<p>The Sign button is selected on the toolbar, and a check mark is displayed next to Digitally Sign on the Tools menu.</p> <p>Your digital signature must be active to send the message.</p>
<p>6. Click Send.</p>	<p>Before you continue to Task 2, you must receive a reply from ADP. See “Sample Message 1” on page 238 for an example of the message you will receive.</p>

Task 2: Creating and Sending a Test Export File

After you send your message to ADP to exchange certificate information, you will receive a reply message (usually within a few business days). See “Sample Message 1” on page 238 for an example of the message you will receive.

After you receive verification that your request was accepted, you must send a test file export to ADP.

What to do	Results/Comments
<p>1. Click the Start button, point to Programs, point to Accessories, and click Notepad.</p>	<p>Notepad opens.</p>
<p>2. In the document, type: This is a test TOPPS II file from [Provider ID]</p>	<p>Replace [Provider ID] with your provider number.</p>
<p>3. Save the document.</p>	<p>Name the file Test.txt and save the document in the following directory: C:/My Documents/Test.txt.</p>

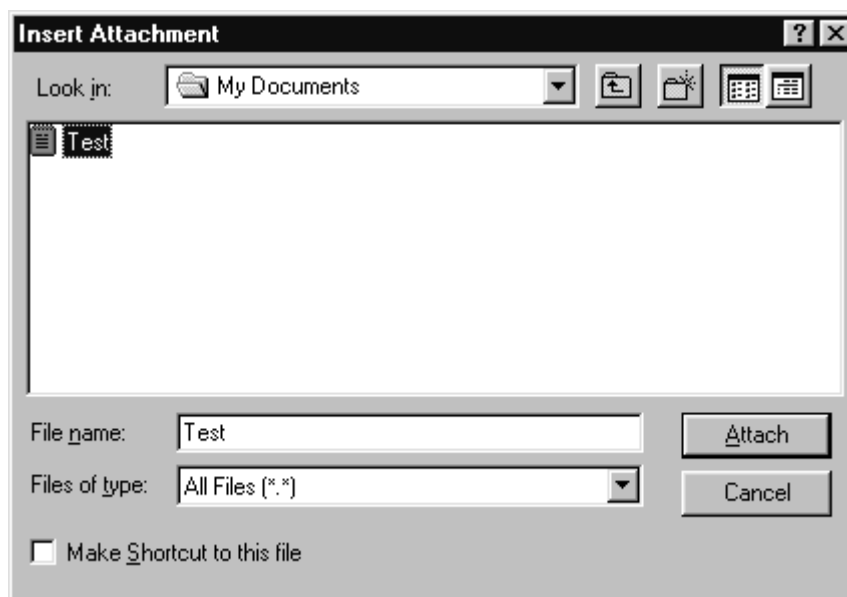
What to do

Results/Comments



4. Close Notepad.
5. Create a new e-mail message.
6. In the **To** field, type:
ecx_toppsii@inp.cahwnet.gov
7. In the **Subject** field, type: Test File
Export
8. On the **Insert** menu, click **File
Attachment**.

The Insert Attachment dialog box is displayed.

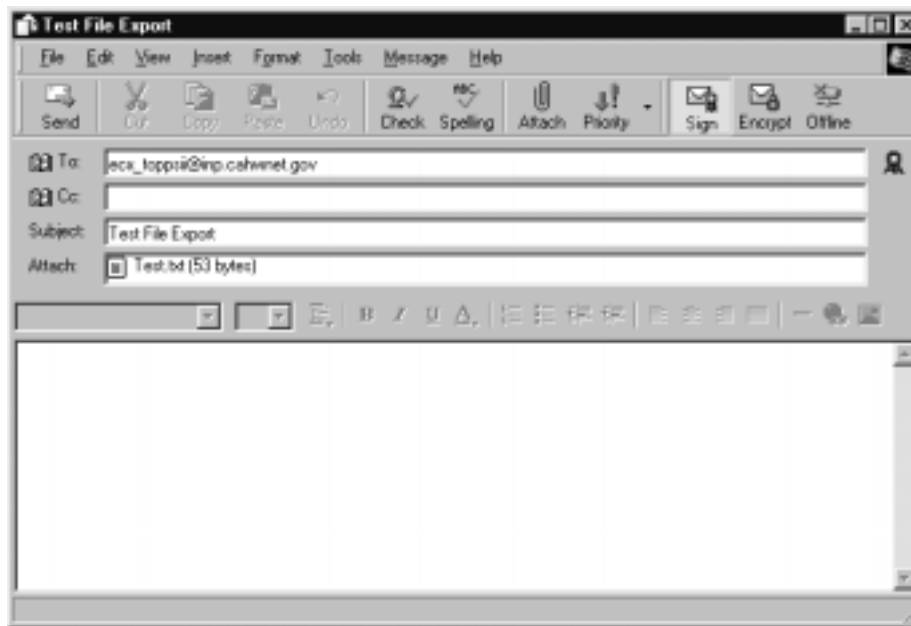


What to do

Results/Comments

9. Select **Test**, and click **Attach**.

The file is displayed in the **Attach** field under the **Subject** field in your message.



10. Click **Send**.

Make sure that the **Sign** button is selected on the toolbar, and a check mark is displayed next to **Digitally Sign** on the **Tools** menu.

After you send the e-mail message, you should receive two replies within a business day.

- First, ECXpert will send an immediate e-mail confirmation message that your file was received at ADP. See “Sample Message 2” on page 239 for an example.
- Second, the CalTOP process will send an e-mail confirming the file was processed, and giving transaction counts. See “Sample Message 3” on page 240 for an example.

Task 3: Retrieving and Saving Your ECXpert Certificate

When you receive the second reply from ADP, you need to open the message to retrieve your certificate.

What to do

Results/Comments

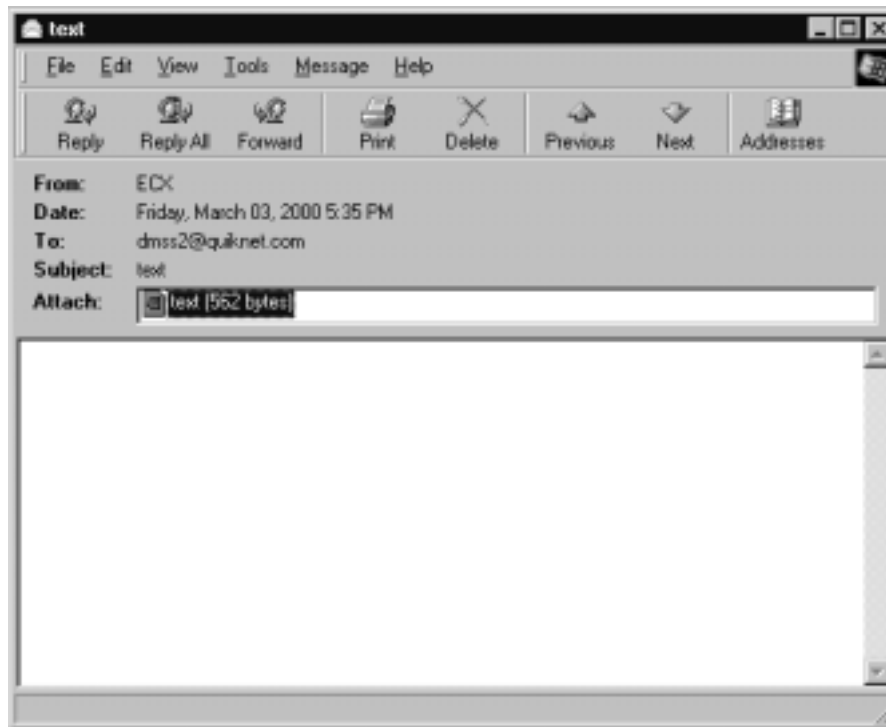
1. In your inbox, double-click the message from
ecx_toppsii@inp.cahwnet.gov.
2. At the bottom of the dialog box,
click **Continue**.

The Security Help dialog box is displayed.

The e-mail message opens.

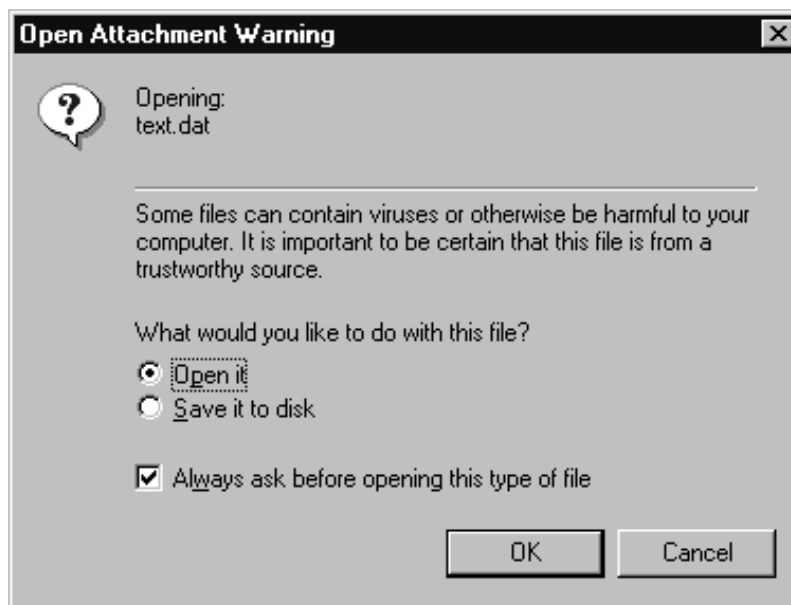
What to do

Results/Comments



3. In the e-mail message, double-click the attachment.

The Open Attachment Warning dialog box is displayed.

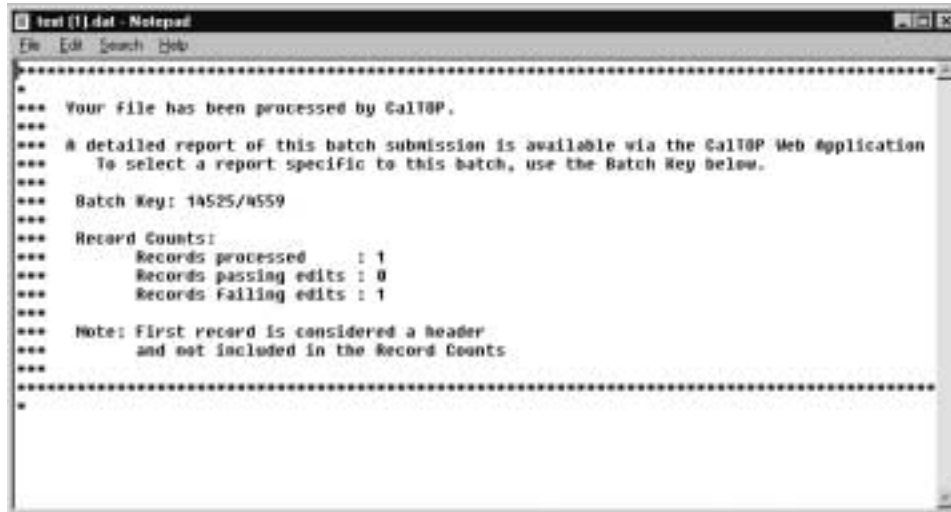


4. Select the **Open it** option, and click **OK**.

Notepad opens, and displays a text message indicating that your file was processed by CalTOP.

What to doResults/Comments

5. When you have finished reading the information, close Notepad.



A screenshot of a Notepad window titled "text (1).dat - Notepad". The window contains the following text:

```
*****
*** Your file has been processed by CalTOP.
***
*** A detailed report of this batch submission is available via the CalTOP Web Application
*** To select a report specific to this batch, use the Batch Key below.
***
*** Batch Key: 14525/4559
***
*** Record Counts:
***      Records processed      : 1
***      Records passing edits : 0
***      Records Failing edits : 1
***
*** Note: First record is considered a header
***       and not included in the Record Counts
***
*****
```

6. Close the e-mail message.
7. In your inbox, select the e-mail message, then right-click the message, and click **Properties**.
The Properties dialog box is displayed.
8. Click the **Security** tab.

What to do

Results/Comments



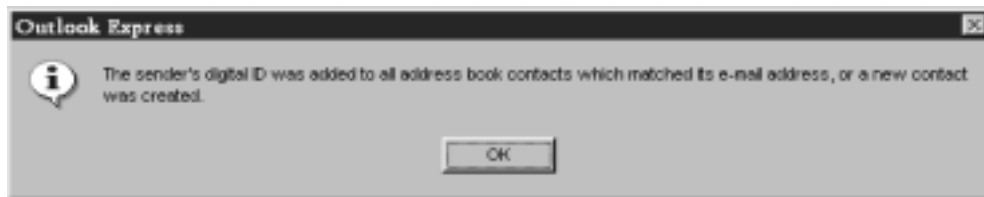
9. Click the **View Certificates** button. The View Certificates dialog box is displayed.



10. Click **Add to Address Book**. The following message is displayed:

What to do

Results/Comments



11. Click **OK**. The View Certificates dialog box closes.
12. In the Properties dialog box, click **OK**. The Properties dialog box closes.

Task 4: Verifying the ECXpert Certificate

What to do

Results/Comments

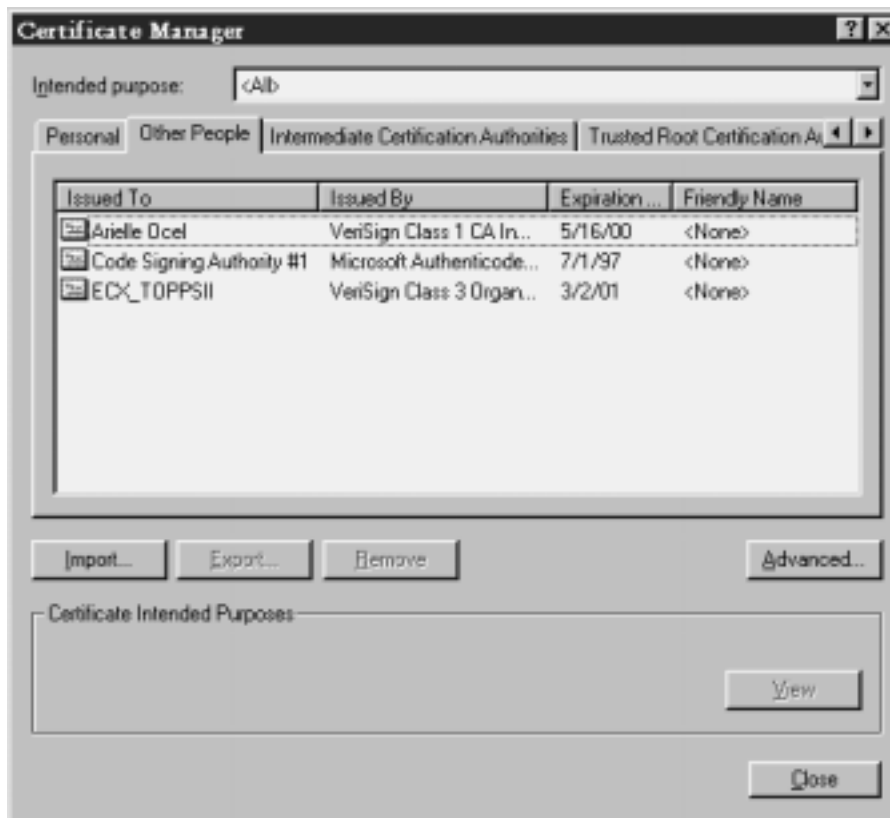
1. On the **Tools** menu, click **Options**. The Options dialog box is displayed.
2. Click the **Security** tab.



What to do

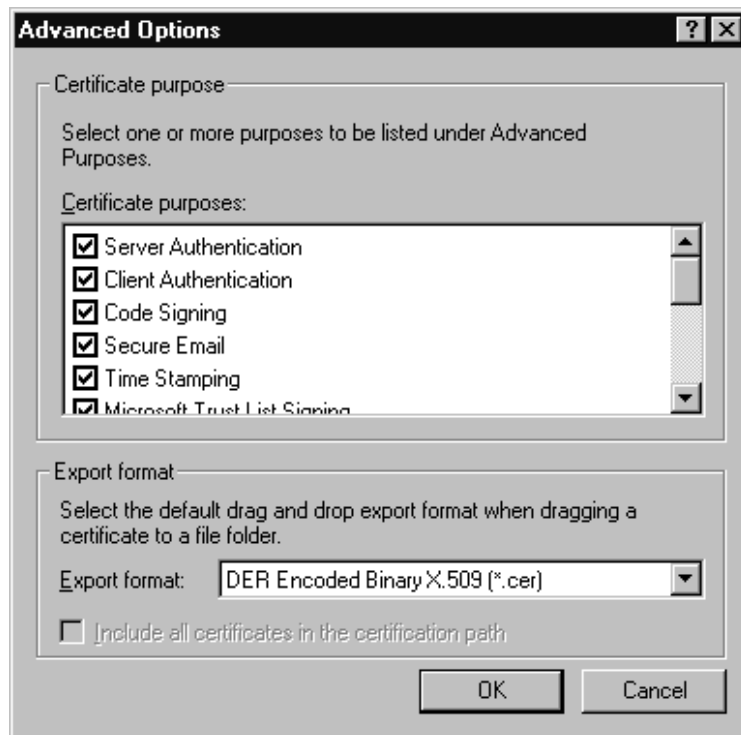
Results/Comments

3. Click the **Digital IDs** button. The Certificate Manager dialog box is displayed.



4. Click the **Other People** tab. A list of installed certificates is displayed. In the **Issued To** column, you should see the following entry: ecx_toppsii
5. Select ecx_toppsii.
6. Click the **Advanced** button. The Advanced Options box is displayed.

What to do

Results/Comments

7. In the Certificate Purposes checklist, verify that all certificate purposes are selected, and click **OK**.
8. Close the Certificate Manager dialog box.
9. Click **OK** to close the Options dialog box.

Task 5: Completing the ECXpert Certificate Setup

After you have verified that the certificate was successfully installed, you need to send an e-mail to the ECXpert Administrator to confirm that you successfully received and installed the certificate.

What to do

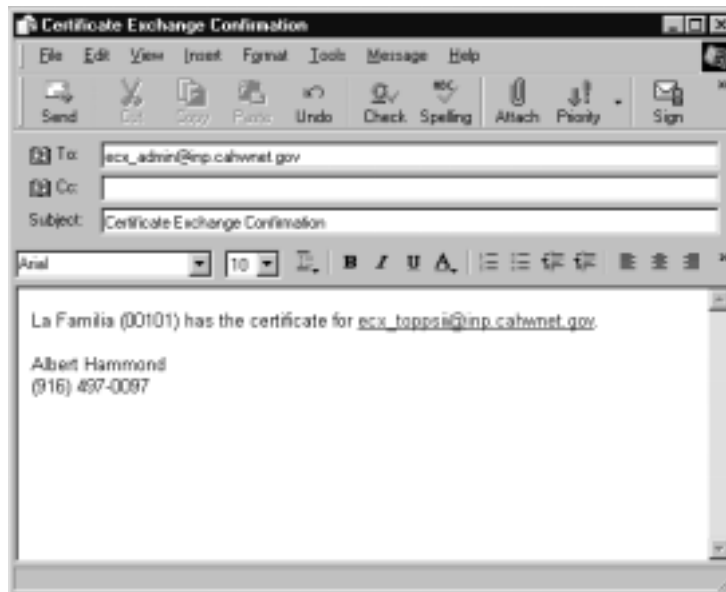
Results/Comments

1. Create a new e-mail message.
2. In the **To** field, type:
ecx_admin@inp.cahwnet.gov

For more information about creating e-mail messages, see your Microsoft® Outlook Express manual or online help.

What to do

Results/Comments



3. In the **Subject** field, type:
Certificate Exchange Confirmation
4. In the body of your message, type:
[Your provider name and ID] has
the certificate for
ecx_toppsii@inp.cahwnet.gov.
5. Click **Send**.

Replace [Your provider name and ID] with the name of your site and your provider number.

Make sure that the **Sign** button is selected on the toolbar, and a check mark is displayed next to **Digitally Sign** on the **Tools** menu.

You will receive a response from the ECXpert Administrator to verify that you are now ready to send data to the CalTOP server. See “Sample Message 4” on page 241 for an example.

C. Sample E-mail Messages

The following e-mail messages are examples of communications between you and ADP during the certificate setup process.

Sample Message 1

Thanks <provider_name> for obtaining a Verisign Class 1 Digital ID. We will now set up a trading relationship that will enable us to send secure e-mails to each other.

We request you send a signed e-mail message to: ecx_toppsii@inp.cahwnet.gov

Please do not include any text in the body of the message. The message should also be digitally signed. Please also attach a test text file with the following in it 'This is a test TOPPS II file from Provider ID'. Following are the detailed steps to send this e-mail:

- Select a new e-mail message
- Address the e-mail to ecx_toppsii@inp.cahwnet.gov
- Enter a subject of 'Test File Export'
- Do not write anything in the body of the e-mail message.
- Create a test text file to attach to the e-mail message

From your Start button, select Programs, then Accessories, then Notepad. An empty Notepad document will be brought up.

Enter the following text, 'This is a test TOPPS II file from Provider ID'.

Save the file as C:\My Documents\Test.txt. It will be saved as a text document.

Exit Notepad

- Attach the test text file to the e-mail message.

Click the Attach button and select your test text file from C:\My Documents\Test.txt.

> Click Attach, which will attach the file to the e-mail.

- From the Tools menu select "Digitally Sign." If it is turned on, it will have a check mark next to the words "Digitally Sign." Make sure the digital signature is turned on.
- Click the Send icon to send the mail.

When you send the above e-mail, you will receive two e-mail messages back from ADP.

(i) The first message you will receive will be the auto reply message from the Netscape mail server at ADP letting you know that the mail server successfully received your file submission.

(ii) The next message, will be a processing message from ECX@inp.cahwnet.gov. You should receive the second message within a business day.

When you receive the second e-mail message, it will contain the Verisign security certificate of `ecx_toppsii@inp.cahwnet.gov`. To obtain the certificate and save it into your e-mail, please do the following:

- From your inbox, highlight the ECX incoming mail.
- Using your mouse, right click and go into Properties.
- Click on the Security tab.
- Click on the Add to Address Book button.

2.) Verify your certificate has been successfully obtained.

Please verify that you have the Verisign security certificate for the following e-mail address:

`Ecx_toppsii@inp.cahwnet.gov`

- In Outlook Express, from the Tools pulldown menu, select Options. Then click on the Security tab.
- Click on the Digital Ids button and then the Other People tab.
- You should see ECX_TOPPSII listed under the 'Issued To' column.
- Click on the Advanced button. Verify that all certificate purposes are checked. Click OK and close.

3.) After confirming that you have the Verisign security certificate, please send an e-mail to the following address,

TO: `ecx_admin@inp.cahwnet.gov`

Indicating that you have successfully obtained the Verisign security certificate of `ecx_toppsii@inp.cahwnet.gov`. You will receive a response once ADP has completed setting up your e-mail account for TOPPS II automatic processing.

Thank you for your time.

Sample Message 2

*** Your message has been successfully ***

*** received by the Netscape Mail ***

*** server at ADP. ***

*** ***

*** You should receive a ***

*** confirmation message from ***

*** ECXpert shortly. ***

Sample Message 3

*** Your file has been processed by CalTOP.

*** A detailed report of this batch submission is available via the CalTOP

*** Web Application. To select a report specific to this batch,

*** use the Batch Key below.

*** Batch Key: 14255/99859

*** Record Counts:

*** Records received : 3

*** Records passing edits: 0

*** Records failing edits: 3

*** Note: First record is considered a header

*** and not included in the Record Counts

Sample Message 4

Thanks <provider_name> for indicating that you have received the Verisign security certificate of ecx_toppsii@inp.cahwnet.gov.

We are happy to inform you that a “Signed and Encrypted” trading relationship has been setup between <provider_name> and ADP.

This completes the technical setup process for <provider_name> to send TOPPS II data securely over the AOD Infonet.

<Provider_name> can now attach the Topps II ASI data file to the E-mail and send it as “Signed and Encrypted” to ADP.

Always address your “Signed and Encrypted” e-mail to the following address:

TO: ecx_toppsii@inp.cahwnet.gov

